

# **WIOA ELIGIBLE TRAINING PROVIDER APPLICATION**

The information on this page and subsequent pages must be supplied by each training provider interested in providing services under the WIOA program in the state of Idaho. The Idaho Department of Labor is the Workforce Development Council's designee for tentative approval of training providers to inclusion to the State Eligible Training Provider List. Please see the state WIOA Transition ETP policy for more information.

## **Directions for each Training Institution or School**

1. Supply the Institution or School information requested on the next page of the application.
2. Sign the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.
3. Sign the Certification Regarding Nondiscrimination.
4. Sign the Acknowledgement of Payment Terms.
5. Provide a copy of the current certificate of registration or letter of exemption from the Idaho State Board of Education or other oversight body. Note: Idaho Code requires that all proprietary schools operating in the State of Idaho must register and hold a valid certificate of registration issued by the State Board of Education.
6. Provide a copy of the school's refund policy and refund schedule used when a student fails to complete the course.
7. Submit signed Letter of Intent by December 21, 2015.  
Submit information for each program of study to be considered for the WIOA Eligible Training Provider List (Letter of Intent Addendum A).
8. Applications received after January 1, 2016, must include signed Memorandum of Understanding. (MOU templates will be developed in December 2015)

## **Institution or School Information**

### **Application for WIOA Eligible Training Providers**

Name of School: \_\_\_\_\_

Home Office Address: \_\_\_\_\_

School Address: \_\_\_\_\_

Phone: \_\_\_\_\_

General e-mail: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact  
Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Does your school have institution-wide accreditation?      Yes / No

If yes, accredited by: \_\_\_\_\_

Name of State or Federal Oversight Body: \_\_\_\_\_

(Oversight bodies may be the Office of State Board of Education, Idaho Bureau of Occupational Licensing, Federal Aviation Administration, etc.)

## **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

**Reference:** WIOA NPRM 683.200

All WIOA Title I and Wagner-Peyser grant recipients and subrecipients must comply with the government-wide requirements for debarment and suspension and the requirements for a drug-free workplace, codified at 29 CFR part 98.

- (1) The prospective recipient of Federal funds certifies, by submission of this certificate, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the delivery of services by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this document and return it to the granting agency.

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Name of Authorized Representative

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Title

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Signature

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Date

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Name of Institution

## **Certification Regarding Nondiscrimination**

**Reference:** WIOA Sec. 188

As a recipient of WIOA Title I resources, the institution will comply with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA), which prohibit discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in a WIOA Title I-financially assisted program or activity.

No individual in the United States may, on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-funded program or activity.

For clarification of these requirements, refer to 29 CFR Part 38.

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Name of EEO Representative

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Title

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Signature

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Date

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Name of Institution

## **WIOA ELIGIBLE TRAINING PROVIDER PAYMENT TERMS**

All WIOA services will be authorized through an approved WIOA Form 04, WIOA Purchase Agreement. Payment from the WIOA Administrative Entity (Idaho Department of Labor) is not to exceed the budgets contained in the approved WIOA Form 04.

Payment claims for approved costs shall be submitted under the following guidelines:

1. Costs incurred for tuition/fees will not be billed after the refund period has expired, but will be submitted no later than 45 days following the institutional enrollment date.
2. Costs incurred for books/supplies, uniforms and tools will be billed no later than 60 days following the date of purchase.
3. All refunds due as a result of trainee withdrawal will be processed in accordance with the institutional policy.
4. Final payment claims will be submitted no later than the 30th day of June of the year in which the activity takes place.

The WIOA Administrative Entity reserves the right to deny payment for claims not submitted in accordance with the above guidelines.

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Name of Authorized Representative

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Title

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Signature

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Date

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Name of Institution